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## **Senior Acquisition and Technical Specialist for AD SOT USAID/BOLIVIA**

SOLICITATION NO.: RFP 511-2002-08  
ISSUANCE DATE: 01/24/2001  
CLOSING DATE: 02/13/2002 (3:00pm;  
at USAID/Bolivia/RCO)

**Subject: USPSC/Third Country National (TCN) Vacancy at USAID/Bolivia;  
"Senior Acquisition and Technical Specialist for AD SOT";  
Initial award for 2 years; option to extend for 2½ more years**

Gentlemen/Ladies:

The United States Government, represented by the U.S. Agency for International Development in La Paz, Bolivia (USAID/Bolivia), is seeking proposals from persons interested in providing the Personal Services Contract (PSC) services described below.

Submissions shall be in accordance with the attached information at the place and time specified, and applicants need to use either Standard Form 171 (SF171) or Optional application for Federal Employment Form 612 (OF-612). See following additional information listed under "APPLICATIONS".

Any questions concerning this RFP 511-2002-08 should be directed to either Maria Elba Villegas, Senior Acquisition Specialist or myself, who may be reached at e-mail addresses of [mvillegas@usaid.gov](mailto:mvillegas@usaid.gov) or [ptresch@usaid.gov](mailto:ptresch@usaid.gov)

respectively, or we can be contacted at the Mission's Regional Contracting Office via fax numbers (591-2) 278-5689 or (591-2) 278-6654.

Offerors should retain for their records copies of all enclosures which accompany their proposals.

This solicitation does not represent a commitment on behalf of USAID/Bolivia, and the U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

USAID reserves the right to award the contract contemplated herein, subject to availability of funds.

Note: Applications can be submitted by courier, mail or fax. Also, e-mail applications will be accepted only "if" signatures "are provided" as needed (i.e. on SF-171, OF-612, etc). In addition, it is the sole responsibility of the applicant to ensure that the proposal/application for this RFP is received by the above Closing Date.

Sincerely,



Phillip S. Tresch  
Regional Contracting Officer

**SOLICITATION NUMBER:** RFP 511-2002-08

**ISSUANCE DATE:** 01/24/2002

**CLOSING DATE:** 02/13/2002 (3:00pm, at USAID/Bolivia/RCO)

**POSITION TITLE:** Senior Acquisition and Technical Specialist for AD SOT

**MARKET VALUE:** The market value for this PSC is equivalent to a GS-13 level. The salary range for a GS-13 level is \$59,409 - \$77,229, and in addition, the Mission has 15% Post Differential (which will be added to the base salary). The exact salary will be determined based on the past salary history and work experience of the successful candidate.

**BACKGROUND:** The United States Government, represented by the U.S. Agency for International Development in La Paz, Bolivia (USAID/Bolivia), is seeking proposals (Standard Form 171 or Official Form 612) from persons interested in providing the USPSC/TCN services described below. Generally, since this position is program funded by the Mission's Alternative Development Strategic Objective Team (AD SOT), the successful candidate will basically perform procurement and technical services involving the AD SOT (previously known as the Counter Narcotics SOT). In simple terms, the work will involve (first) typical senior contract negotiator/acquisition specialist activities with the full range of USAID acquisition and assistance (A&A) procurement actions, and (second) the work will also involve working with AD SOT staff on typical technical activities such as program planning, budgets, statements of work, monitoring, etc. The position/person will be located in the Mission's Regional Contracting Office

(RCO), and the work will focus on a teamwork basis which will involve the RCO, AD SOT and field activities (i.e. occasional site visits as needed).

Please note: Although there is an overlap of procurement and technical duties related to this position, the hiring/selection process will focus more on procurement skills and experience due to the highly demanding and complex nature of procurement work, including an emphasis on having USAID field procurement work experience.

**JOB DESCRIPTION; GENERAL DUTIES AND RESPONSIBILITIES:** Since the position overlaps between procurement and technical functions, the following data is presented along similar lines. Please note that the following is illustrative and that the position's duties/responsibilities may include other activities.

A. Typical procurement actions (but not limited to):

1. Generally, directly participate in the negotiation and preparation of a wide range of typical USAID A&A procurement actions, such as contracts, grants, cooperative agreements and U.S. Government agreements such as PASAs and RSSAs; including modifications to all the above.
2. Provide acquisition and assistance guidance to the technical team members and managers, and assist them in setting priorities and ensuring timely procurement actions related to the team's activities; i.e. assist with procurement planning and with achieving contractual end results.
3. Negotiate and prepare for award all acquisition and assistance actions assigned in accordance with the relevant regulations and USAID policies and procedures, such as the FAR, AIDAR, ADS, CIBs, etc.
4. Consult, as necessary, with the Regional Legal Advisor (RLA) for the interpretation of provisions of various awards, and for the resolution of legal questions or issues that may arise.
5. Provide technical oversight to his/her SO team's non-procurement personnel to ensure that their involvement in the acquisition and assistance processes conforms to established USAID procedures and regulations, and that adequate administrative controls are in place. This activity will be especially important when dealing with Cognizant Technical Officers (CTOs).
6. Make recommendations to the Regional Contracting Officer (RCO) regarding the resolution of audit findings.
7. As necessary, perform closeout procedures of completed A&A actions, including contract, cooperative agreement and grant files.
8. Be involved in detailed negotiations of proposed awards, including both guiding technical proposal evaluations and conducting cost proposal evaluations.
9. Perform other job-related duties as assigned by the Supervisory Regional Contracting Officer (RCO), or his designee.

B. Typical technical/project actions (but not limited to):

1. He/she will be expected to occasionally communicate/liaison with high level host country officials and representatives of other donor agencies.
2. Conduct site visits, as necessary, of USAID funded contractor, grantee and host country activities.
3. Serve as a core member of the Mission's Alternative Development Strategic Objective Team (AD SOT). As a core member, the contractor will provide guidance and assistance on acquisition and assistance (A&A) related

matters, as well as contribute to technical activities and overall teamwork that is a collective responsibility of SO team members.

4. The incumbent will provide a full range of programmatic, consultative, advisory, monitoring, and evaluative services, including an analysis of implementation policies, program management and design/development of politically sensitive, highly complex, heavily-funded alternative development activities in order to directly support U.S. Mission counter narcotics and alternative development objectives in Bolivia.
5. Help to monitor and evaluate contractor and grantee performance, and to make recommendations for improved resource allocation and for increased effectiveness towards achieving AD SOT and Mission goals and objectives. This would involve results tracking and performance monitoring related to the AD SOT portfolio, and this would likely involve the timely preparation or review of annual work plans.
6. Provide guidance to other SOT members in the preparation of analytical, financial and/or performance reports dealing with important aspects of alternative development, such as funding projections.
7. Perform other job-related duties as assigned by the Supervisory Regional Contracting Officer (RCO), or his designee.

**SPECIFIC ASSIGNMENTS:** Since the contractor shall be based in the Mission's Regional Contracting Office and will have to perform many detailed procurement related activities, following is an illustrative list of more specific work assignments related to procurement. As assigned by the RCO, or his designee, the work assignments will focus on the awards/projects within the AD SOT, and the contractor shall perform the following duties:

1. Review procurement requests and recommend to the Regional Contracting Officer and AD Strategic Objective Team members the types of action necessary, whether grant, contract, interagency agreement, etc.
2. Prepare all necessary pre-award and solicitation documents.
3. Receive proposals and oversee the technical evaluation process, which includes briefing the technical evaluation committee.
4. Conduct cost evaluations of proposals as needed.
5. Participate in the determination of the competitive range process, and assist with the final negotiation of the various procurement awards.
6. Prepares award and file documentation for signature by the Regional Contracting Officer.
7. Directly assist with on-going contract and grant administration activities, including helping to resolve disputes, verifying that quarterly technical and financial reports have been received and studied by appropriate parties, negotiate and then prepare needed documentation for various award modifications, and administer contract or grant closeouts as needed.

**UTILIZATION OF REGULATIONS:**

Reference and guidance materials to be used by the Contractor in performing the duties and responsibilities described above shall include, but not be limited to, the following:

Federal Acquisition Regulations (FAR)  
USAID Acquisition Regulations (AIDAR)  
Contract Information Bulletins (CIBs)  
Office of Procurement Administrative Memoranda (OPAMs)

**SKILLS AND QUALIFICATIONS:** The successful candidate will demonstrate the following competencies:

1. At a minimum, an undergraduate degree in business administration, public administration, law, marketing, industrial management, accounting or other directly related fields (or OPM authorized equivalent) is required. A candidate with numerous years of actual experience in all the desired specific assignments may be substituted for the degree requirements. The training/experience requirement of the position is that the incumbent has completed, or has substantially completed, the requirements for certification under the USAID Procurement Management Certification Program (PMCP). Certification requires successful completion of eight specified courses in procurement, plus the achievement of certain procurement-related competencies through a combination of training and experience. Additional training in areas related to USAID technical/project management/planning activities are preferred.
2. At least five years of continuous, progressive experience with USAID Acquisition (Contracts, Purchase Orders), U.S. Government Agreements (PASAs and RSSAs) and Assistance (Grants and Cooperative Agreements), administration, termination, cost and price analysis, procurement planning, and evaluation of proposals is required. At least three years working overseas in the USAID Latin America and Caribbean (LAC) Region is highly preferred, but not required. Additional USAID work experience related to technical/project management/planning activities is preferred.
3. A comprehensive knowledge and understanding of USAID contracting and assistance procedures and Federal contracting and procurement regulations, policies, practices, and procedures is necessary. It is also important that the incumbent have at least a basic knowledge of USAID project development and implementation regulations and practices as well.
4. An ability to meet and deal effectively with cooperating government officials, business and industry officials and the Mission's staff at all levels is required. Also, in addition to this communication skill, a strong interpersonal ability is essential due to the Mission's focus on teamwork.
5. A strong language ability in both English and Spanish is necessary. For Spanish, this means an oral and reading skill at the Foreign Service Institute (FSI) Level 3 (S3/R3), and preferably a Spanish writing skill of Level 3 as well. For English language skills, speaking, reading and writing at a minimum of Level 3 is necessary, and preferably a Level 4 or 5. Also, since writing in English is absolutely essential for preparing memorandums of negotiations, award and contract administration documents, etc, strong English oral and written skills are required.
6. A solid knowledge of basic computer skills (Microsoft Word, Excel, internet) is necessary, and a detailed knowledge of the software systems used by USAID is preferred.

**SELECTION CRITERIA:**

The Mission will have a Selection Committee to determine the recommended person to receive the USPSC/TCN contract award as described in this RFP 511-2002-08. The basic selection criteria consists of the following general categories and points (based on 100 total). Also, see above "Skills and Qualifications" and other parts of this RFP for insight to the overall subject position and the following categories.

1. (Up to 50 points) Professional skills and work experience related to USAID procurement (first priority) and technical/project management/planning work.

This involves everything discussed in this RFP, especially the data mentioned in Job Description, Specific Assignments, and Skills and Qualifications.

2. (Up to 25 points) Educational/training background, computer literacy, and communication/interpersonal skills, especially as related to USAID. See above for more insight.
3. (Up to 25 points) English and Spanish language skills. See above for details.

**TIMING OF CONTRACT:** The contractor should be available to start as soon as possible subject to appropriate medical and security clearances, but no later than approximately March/April 2002. It is planned that the proposed initial contract award will be for a two (2) year period of performance. In addition, there will be an option for contract extension (based on availability of funds and USAID approvals) for about an additional 2 ½ years (i.e. up to approximately October, 2006 in order to help complete USAID's end of Fiscal Year 2006 procurement actions).

**APPLICATIONS:** Interested individuals are requested to submit an Optional Application for Federal Employment Form (OF) 612 or a Standard Form (SF) 171. Please note that as stated on the cover page of this RFP, e-mail applications will be accepted only "if" signatures "are provided" as needed on the SF-171, OF-612, etc).

Note: If you are eventually considered to be the successful candidate for the subject position, you will then be asked to submit the following forms:

1. Contractor Physical Examination (AID Form 1420-62)
2. Questionnaire for Sensitive Positions (for National Security (SF86), or
3. Questionnaire for Non-Sensitive Positions (SF-85)
4. Finger Print Card (FD-258)
5. If a signed SF-171 is not used, then a signed Contractor Employee Biographical Data Sheet (AID 1420-17) will be needed

Note: Since La Paz, Bolivia is at a high elevation (about 11,000' to 13,000' above sea level), it is essential that any candidate and proposed family members at post will be able to receive Class A medical clearances. Also, a security clearance at a "Confidential" level must be obtained. Accordingly, if there is problem with obtaining either of these two requirements, submitting an application for the subject position is not recommended.

This solicitation is issued as of the Issuance Date stated on the cover page of this RFP. Also, the Regional Contracting Office (USAID/Bolivia/RCO) must receive your proposal/application prior to the stated Closing Date and time (La Paz, Bolivia time) in order for you to be considered for this position. Also, it is the sole responsibility of the applicant to ensure that your proposal/application for this RFP is received by the Closing Date and time.

Please send your proposal/application to the attention of Phillip S. Tresch, Regional Contracting Officer using one of the following addresses, as applicable. See above comments about electronic submissions.

If sent by U.S. Mail:

USAID/Bolivia/RCO  
USAID Unit 3914  
APO AA 34031

If sent by Courier:

USAID/Bolivia/RCO  
Calle 9, No. 104  
Zona Obrajes

Telephone: (591-2) 2786445

If sent by fax:  
USAID/Bolivia/RCO  
(591-2) 278-5689, or (591-2) 278-6654

This solicitation does not represent a commitment on behalf of USAID/Bolivia. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

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AS A MATTER OF POLICY, AND AS APPROPRIATE, A USPSC IS NORMALLY AUTHORIZED THE FOLLOWING BENEFITS: (IF HIRED AS A TCN, MOST BUT NOT ALL BENEFITS APPLY, AS PER REGULATIONS.)

1. BENEFITS

Employee's FICA Contribution  
Contribution toward Health and Life Insurance  
Pay Comparability Adjustment  
Annual Increase  
Eligibility for Worker's Compensation  
Annual & Sick Leave

2. ALLOWANCES (If Applicable).

- (A) Temporary Lodging Allowance (Section 120)
- (B) Living Quarters Allowance (Section 130)
- (C) Post Allowance (Section 220)
- (D) Supplemental Post Allowance (Section 230)
- (E) Separate Maintenance Allowance (Section 260)
- (F) Education Allowance (Section 270)
- (G) Education Travel (Section 280)
- (H) Post Differential (Chapter 500)
- (I) Payments during Evacuation/Authorized  
Departure (Section 600), and
- (J) Danger Pay (Section 650)

2. CONTRACT INFORMATION BULLETINS (CIBs) PERTAINING TO PSCs

01-10	Revision of Medical Clearance Process-Personal Services Contracts (PSCs) with U.S. Citizens.
01-07	Clarification of the Extension/Renewal Policy Regarding Personal Services Contracts (PSCs)
01-05	Clarification of the Rest and Recuperation R&R) Policy regarding Third Country Nationals (TCNs)
00-08	Revision of Competitive Process-Personal Services Contracts (PSCs) with U.S. Citizens.
00-05	Personal Services Contracts (PSCs) Annual Health Insurance Costs.
00-03	2000 FICA and Medicare Tax Rates for Personal Services Contracts(PSCs)
99-22	PSC Policy
99-15	Changes to AIDAR Concerning Resident Hires and

Deviations.

98-24	Use of Compensatory (Comp) Time by PSCs
98-23	Guidance Regarding Classified Contract Security and Contractor Personnel Security Requirements.
98-19	Home Leave under U.S. Personal Services Contractors (PSCs)
98-16	Annual Salary Increase for USPSCs
98-14	Change in Required Application Form for USPSCs
98-12	Guidance Regarding Advertisement of Personal Services Contracts (PSCs), and Requirements for Evaluating Applications for PSCs
97-20	Requirements for Full Reimbursement of M&IE Expenses to USAID Direct Contractors and PSCs.
97-17	PSCs with U.S. Citizens or U.S. Residents Aliens Recruited from the U.S.
97-16	Class Justification for Use of Other than Full & Open competition for Personal Services Contracts with U.S. Citizens Contracted with Locally with CCNs and TCNs Subject to the Local Compensation Plan, and for Overseas Contracts of \$250,000 or Less
97-6	Contractual Coverage for Medical Evacuation(MEDEVAC) Services
97-3	New USAID Contractor Employee Physical Examination
96-23	Unauthorized Provision in Personal Services Contract
96-19	U.S. Personal Service Contract (USPSC) Leave
96-8	Determining a Market Value for PSCs Hired Under Appendix D, Handbook 14
94-9	Sunday Pay for U.S. Personal Services Contractors (PSC)
93-17	Financial Disclosure Requirements Under a Personal Services Contract (PSC)
89-29	Use of Government Bill of Lading for Transportation of Personal Service Contractor (PSC) Household Effects, Unaccompanied Baggage, and Privately Owned Vehicles.

Subject to Availability of Funds.

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